



SAMPLE

State Department Action Plan

Use these questions to assist you and your department mentor team in helping you develop the mentor program.

1. What are the department's goals?

2. What will be the initial recruitment goal?

3. Who are the key staff responsible in reaching our goal?

4. What is the role of the...

Mentor Coordinator	Public Information Officer	Labor Relations Officer	Human Resources Officer

5. What arrangements need to be made between the mentor organization and the department?

6. What procedures will be used to inform employees about mentoring opportunities?

7. How will the program be evaluated?
